




Manage External Job History

Description

Task: Add or update your external job history on your Worker Profile.

Who Performs This Task?: All employees

1. Click the **My Account**  button.
2. Click the **View Profile**  hyperlink.
3. Go to the Job tab, Professional Profile sub-tab.
4. Click the Add  link (next to Experience) to enter new information or the Edit link to update existing information.
5. Enter the Job Title.
6. Type or use the prompt to enter the Company.



Information: You may have to check the Create New checkbox to enter the company if it is not in the list.

7. Enter the Start Date.
8. Enter the End Date, if applicable.
9. Enter other information if desired. Note that the other fields on this page are optional.

10. Click the **Submit**  button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click Save for Later to save your changes but not submit
- Click Cancel to cancel the process and start at another time



Information: Your change may need to be approved by your Agency HR staff before it is displayed in your worker profile.

11. Click the **Done**  button.

12. The System Task is complete.